

Classified

Vital Materials Officer OCR

26 January 1961

Chief, Records Management Staff

Alternate Vital Records Deposit Site

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In compliance with your request, we obtained the following information pertaining to the GSA Vital Records Depository, from Mr. Darter, Chief Records Center Division, National Archives.

- a. LOCATION - Located 200 miles from Kansas City.
- b. SIZE - 140,000 Square Feet, leased from the Ozark's Terminal. This 140,000 Square Feet is part of a 14 acre underground commercial storage center owned and operated by the Ozark Terminal Company.
- c. PROTECTION - There is a 24-hour U.S. Government Civilian Guard Service. Area used by G.S.A. for storing Vital Documents of the several government Agencies is protected by expanded metal and safe type doors.
- d. STORAGE EQUIPMENT - Cardboard file boxes on steel shelving.
- e. MICROFILM EQUIPMENT - There is only one 3M reader-reproducer.
- f. TEMPERATURE & HUMIDITY - Temperature remains at a constant 64 degrees and there is Humidity Control.
- g. SECURITY - The Naval District Security Office has granted clearance to store Top Secret material "In a limited quantity". At the present time there isn't any Top Secret material on file at the site.
- h. MAINTENANCE - Capability of maintaining files, interfiling, destruction, etc., is just about nil. There is only one full time employee stationed there.
- i. COURIER SERVICE - There is no courier service available. Most agencies use Mail or Freight as means of getting Vital

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Documents to this location.

j. VAULT SPACE AT FEDERAL RECORDS CENTER - Space is available in vaults at the following FRC's.

Atlanta, Ga.  
Boston, Mass.  
Los Angeles, California  
Denver, Colorado  
Mechanicsburg, Pa.  
Seattle, Washington  
Kansas City, Mo.

Vaults at Boston, Los Angeles, New York, Kansas City and Denver all have 24-hour guard protection. In addition, Kansas City and Denver have electronic devices to protect against tampering. Atlanta is equipped with ADT.

Mechanicsburg, Pa. has 24-hour Naval guard service, and Seattle, located within a Naval Compound, has interior protection serviced by GSA guards.

Although these vaults are not now used for protecting essential records, some (those not located in target cities) would seem appropriate for storing an extra copy (hard copy) of certain finished intelligence. This would provide us with much needed dispersal of our truly essential records.

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Distribution

Original & 1 - Addressee

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